

1-03246-84/1

May 24, 1984

MEMORANDUM FOR: Director of Training and Education

THROUGH: Associate Deputy Director for Intelligence

FROM:
Chief, Analytic Support Group, DI.

STAT

SUBJECT: Full-Time Training Sponsorship

1. The Analytic Support Group and the IQCS Panel request approval of Agency sponsorship for one-year of full-time academic training for beginning September 1984. The estimated tuition cost will be \$7,600. ASG has sufficient funds in our current operating budget to fund this training.

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2. was selected by the IQ Career Panel, and she received the endorsement of her branch chief. selection was approved on the basis of needs of the Office, future potential of the individual, and her record with the Agency. The university and proposed curriculum were reviewed according to the quality of education available, location and cost of the school, and desire of the individual.

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3. Form 136 (Request for Training at a Non-Agency Facility" which provides details on the proposed training and a biographic profile are attached.



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Attachments:
as stated



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CONCUR:
Associate Deputy Director for Intelligence

6 JUN 1984
Date

APPROVED:
Director of Training and Education

Date

- 03246-80

25 May 1984

MEMORANDUM FOR:

[redacted]
Chief, Analytic Support Group

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THROUGH

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[redacted]
Chief, Analyst Assistance Branch/ASG

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FROM

:

[redacted]
Analyst Assistance Branch/ASG

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SUBJECT

:

Sponsorship of Academic Study

1. I request to be considered for sponsorship for a year of full-time, Agency-sponsored academic study beginning 4 September 1984. I would attend the American University taking courses related to data processing. Tuition is \$3,800.00 each semester.

2. I have been with the Agency since April, 1973, and have advanced from the clerical ranks, Clerk-Stenographer, GS-4, to the professional level as a Computer Programmer-Analyst, GS-9.

3. From March 1979 to June 1983 I attended Northern Virginia Community College in the evenings and completed ninety-eight hours with a grade point average of 3.4. I also have completed six hours at the University of Virginia with a grade point average of 3.0, three hours at George Mason University with a grade point average of 4.0, and nine hours at American University with a grade point average of 4.0. At the present, I am taking three hours at George Mason University and three hours at American University.

4. Attached is a list of classes that I would plan to complete. I believe approval of this request will be of benefit to the Agency as it will increase my knowledge of the computer field.

[redacted] STAT

Attachment:
as stated

Credits

Fall 1984

- 3 40.340 -- Data Structures and Algorithms
Basic techniques of design and analysis of efficient algorithms. Programming in Pascal. Implementation and manipulation of data structures. Linked lists. Trees, binary trees, AVL trees. Memory management: hashing, dynamic storage allocation, garbage collection and compaction. Internal and external sorting/ searching. Integration of the above concepts into the design of a simple data base management system.
- 4 42.202 -- Basic Statistics
Classification of data, averages, dispersion, probability, frequency distributions, confidence intervals, tests of significance, non-parametric techniques, simple regression, and correlation. A package of computer programs is used to demonstrate various statistical techniques.
- 3 55.363 -- Management and the Computer
The computer as a tool of management. Examines the present and future capabilities in the use and exploitation of computer techniques in business.
- 3 55.450 -- Information Storage and Retrieval
Elementary introduction to the application of the computer in handling scientific, technical, and scholarly literature. The role of the modern information center in providing management with relevant and up-to-date information "back-up" for decision making.
- 3 57.100 -- Introductory Survey of Psychology
Survey of various fields of psychology with emphasis on research discoveries.

Spring 1985

- 4 40.280 Introduction to Computer Science I
Problem solving and algorithm development.
Programming in a widely used high-level language. Structured programming. Basic data types and control structures. Elementary applications from business and science. Arrays and subprograms. Elementary sorting and searching and string processing. Elementary numerical methods. Elementary simulation of games and data generation using a random number generator.
- 3 42.300 -- Business Statistics
Estimation, inference, multiple regression, and correlation. Elementary decision theory.
- 3 55.431 -- Documentation of Programs and Systems
The basis and supporting rationale for complete, clear, concise documentation needed by organizational and project managers, analysts, and programmers. Study and application of tools and techniques for technical and management people to establish and evaluate documentation practices. Management commitment and organizational structure.
- 3 55.461 Human Factors in Systems Design
Examination of human needs in developing, operating, and using information systems. Methods for analyzing the social, organizational, and human aspects of information systems.
- 3 57.210 -- Self-Management
Principles of cognitive-behavioral self-control for actualization of personal goals. Self-management research is reviewed in weight loss, studying, self-esteem, giving up smoking, drug addiction, depression, time management, and enjoying oneself. Students conduct self-modification projects in group settings.